

Commonwealth of Virginia  
Department of General Services  
Division of Consolidated Laboratory Services  
Richmond, Virginia

**Remote Assessments Site Survey**

LABORATORY NAME: \_\_\_\_\_ LAB ID #: \_\_\_\_\_

Laboratory Contact / Person Filling Out Form: \_\_\_\_\_

**INITIAL ALL THAT APPLY.** *Note: The laboratory's assessor will review this information with the laboratory and further discuss each item in the near future. Feel free to contact the assessor for assistance with any questions before submitting.*

☐ GENERAL INFORMATION: Our laboratory has received and read General Information Regarding COVID-19-Related Remote Assessments presented by VELAP in the form of a Frequently Asked Questions document. (Document # 34793, <https://dgs.virginia.gov/division-of-consolidated-laboratory-services/certification-accreditation/certificationaccreditation-toolbox/>)

☐ REMOTE ASSESSMENT PARTICIPATION: Our laboratory understands remote assessments are an important measure of safety and protection for the laboratory's staff and VELAP's staff during the current COVID-19 pandemic to reduce or eliminate close personal contact. Our laboratory agrees to communicate with VELAP staff to determine the most efficient means of providing remote access for review of records and documents and interviews of staff necessary to demonstrate compliance with Virginia regulations for laboratories.

☐ VIDEO EQUIPMENT: Our laboratory has access to a web camera(s) for the purpose of teleconferencing. This web camera is on a computer in a suitable place (conference room, laboratory space, etc.) where staff members being interviewed will have access to the computer and webcam.

Location(s): web camera 1: \_\_\_\_\_ web camera 2: \_\_\_\_\_

☐ LOANED VIDEO EQUIPMENT: Our laboratory would like to receive a loaned Document Camera from VELAP, if available and if determined necessary by VELAP. This Document Camera will be shipped to the laboratory via UPS and used as an external device (USB plug-in) to assist in sharing logbook and other paper-based record images with the assessor during the assessment if the data package received in advance of the assessment is insufficient. The Document Camera can also serve as a web camera. By requesting the loaned equipment our laboratory commits to responsibly care for the equipment and return of the equipment in its original shipping container and packaging using a Return Shipping label provided by VELAP within 24 hours of the closing meeting. Our laboratory understands that failure to return the equipment in its condition upon receipt by prepaid UPS Shipping with package tracking will result in our laboratory being responsible to pay the replacement cost of the equipment (approximately \$250). NOTE: If the laboratory does not have regular UPS pickup service, the laboratory will need to take the package to a UPS Store or UPS Drop-off Location, or contact VELAP for other options before requesting to borrow the equipment.

☐ CONFERENCING PLATFORM: Our laboratory is willing to participate in a teleconference using:

☐ Google Meet or MS Teams, using a link provided by VELAP

☐ \_\_\_\_\_, using a link provided by (hosted by) the laboratory

☐ Our laboratory will need to discuss other platform options with VELAP.

☐ SCREEN SHARING: Our laboratory will be willing to "share screen" while using the teleconferencing if needed to demonstrate electronic records not otherwise provided to VELAP. Our laboratory understands that VELAP will have "read only" access to the laboratory's shared screen.

☐ MORE INFORMATION NEEDED: Our laboratory has additional questions. Please set up a phone meeting with our laboratory at VELAP's earliest convenience.